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ABSTRACT

The purpose of the Rural Student Vocational Program (RSVP) is to provide rural high school vocational students with work and other experiences related to their career objective. Students from outlying schools travel to Anchorage, Fairbanks, or Juneau (Alaska) to participate in two weeks of work experience with cooperating agencies and businesses. They are placed in work stations related to vocational courses being offered in the rural high schools served by the program. Students receive no salary or stipend, but are provided round trip transportation, room, and board in RSVP or parent-arranged homes. The three pamphlets which make up this document describe the program, list the advantages to the participating students, list the advantages to industry and the community, discuss the housing parents' and the students' responsibilities, and describe the work station procedures. A checklist to be used by work station supervisors for student orientation is also included. (JW)

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# RURAL STUDENT VOCATIONAL PROGRAM

## PURPOSE

The purpose of the Rural Student Vocational Program is to provide rural high school vocational students with work and other experiences related to their career objective.

## PROGRAM DESCRIPTION

Students from the outlying schools travel to Anchorage, Fairbanks or Juneau to participate in two weeks of work experience within cooperating agencies and businesses.

Students are placed in work stations related to vocational courses being offered in the rural high schools served by the program, ie. Agriculture, Home Economics, Office Occupations etc.

The students receive no salary or stipend, but round trip transportation, room, and board are furnished.

While participating in the program, students will stay in RSVP or parent arranged homes. All families are paid a stipend to offset student room and board as well as in town transportation expenses to and from work.

For furthur information about RSVP contact:

## WHAT ARE SOME OF THE ADVANTAGES OF RSVP TO THE STUDENT

**PROVIDES** needed contacts with potential employers.

**ASSISTS** in exploring the world of work in making job choices.

**SUPPLEMENTS** job experiences with related technical information.

**DEVELOPES** economic competency for self supporting citizenship.

**APPLIES** educational achievements to job labor demands.

**UTILIZES** business and industry for specialized work experience.

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## WHAT ARE SOME OF THE ADVANTAGES OF RSVP TO INDUSTRY AND THE COMMUNITY

1. Provides a source of possible future employees.

2. Enables Students to demonstrate their enthusiasm, energy and fresh ideas.

3. Establishes good community relations, allowing industry the opportunity to cooperate with the schools in public education.

4. Establishes a link between business, home and school, allowing industry an influential voice in school training.

5. Allows industry to provide a work experience laboratory for vocational students.

6. Creates dependability and good work habits among young persons.

7. Promotes work experience with occupational objectives in mind.

8. Makes young people aware of the job specifications of a particular organization.

9. Aids in making regular employees conscious of their own training needs.

10. Establishes an atmosphere of responsibility among employees who are assigned as work supervisors.

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# HOUSING GUIDE
# FOR PARENTS AND STUDENTS

## INTRODUCTION

You, as a housing parent, undertake the responsibility of providing room and board to students from rural Alaska. Our High School students bring with them a variety of experiences and cultural backgrounds. Some students will feel "at home" in a big city atmosphere, while others will feel totally lost.

It is a good idea to establish specific guidelines and to make them known to the student(s) upon arrival, i.e. smoking, telephone use, drinking, visiting friends, curfew and consideration for the rights of other family members. Be consistent in dealing with the students.

Like most teenagers, RSVP students have big appetites. We know that steak and chops cannot be served every night, but we do ask that you provide an ample breakfast, sack lunch and the usual family dinner. Snacks and/or non-nutritive food will be the responsibility of the student (i.e. chips, pop, candy.)

You will be paid for each day a student stays with you. Send the Housing Report in as soon as the student leaves, making sure your signature is also on the report.

If you have a question or a problem you cannot solve, contact your RSVP Housing Coordinator immediately.

## PROGRAM DESCRIPTION

Students from the outlying schools travel to Anchorage, Fairbanks or Juneau to participate in two weeks of work experience within cooperating agencies and businesses.

Students are placed in work stations related to vocational courses being offered in the rural high schools served by the program, ie. Agriculture, Home Economics, Office Occupations etc.

The students receive no salary or stipend, but round trip transportation, room, and board are furnished.

While participating in the program, students will stay in RSVP or parent arranged homes. All families are paid a stipend to offset student room and board as well as in town transportation expenses to and from work.

## HOUSING RESPONSIBILITIES

**Visitation Rules:**

Students may, with the knowledge of their house parents, visit friends or relatives during the day on the weekends, but must return to their boarding home at a specified time. For these visits, transportation is the responsibility of the students or the friends and relatives visited.

**Arrival and Departure Responsibilities:**

We encourage our housing families to meet the students at the airport upon arrival and to transport them to the airport for their departure. This helps the students feel that you are genuinely interested in their welfare.

**Responsibility to Work Station:**

See that the students rise early enough to have breakfast and get to work on time.

Housing parents are expected to provide transportation or furnish bus fare to and from the student's work station. Many students have never used a bus, so they may need more than the usual amount of guidance. Student housing arrangements are primarily based on the convenience of transportation to and from the work station.

**Health Care Responsibilities:**

The housing parents are not responsible for the expense of student health care.

General health related expenses will be paid for by the students or their parents.

If a student becomes ill, the RSVP Housing Coordinator should be contacted immediately.

## STUDENT RESPONSIBILITIES

Your housing parents are accepting students in their home to support the idea of RSVP and not to support themselves.

Do not expect the family to change their normal routine on your behalf. In most homes, the rules already in existence apply to you. For instance, if there is no smoking in the home, then you should smoke outside. You are to abide by the reasonable rules of the family, **including curfew.** It is our aim to provide you with a safe, stable home environment, while causing the least possible disruption to the housing family.

**Keep your housing family informed of your whereabouts at all times.**

A little help around the house would be appreciated. Please keep your living area neat and clean.

Curfews, visitors, telephone use and transportation are matters which should be discussed with your housing parents soon after your arrival.

The future of RSVP depends upon your success at your work station and in your boarding home. The program cannot operate without boarding homes.

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## The key word is THOUGHTFULNESS

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Good luck with your new work and social experiences.

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# WORK SUPERVISOR'S GUIDE

## PROGRAM PROCEDURE

At the onset of the program a Work Station Agreement should be developed with the coordinator. This should describe the types of tasks and experiences the student will be allowed to accomplish. A list of student qualifications for the work station should also be completed. This will help the coordinators choose the right student for the right work site and hopefully result in a more productive experience for work station and student alike.

While it is the responsibility of the work station to provide an adequate variety of work experience, students should have enough training in the area in which they are working to provide some assistance to the business in the way of performing certain tasks.

If the full potential of the student is utilized, the experience should be beneficial to the work station as well as rewarding for the student and the program.

Supervisors are asked to complete a short evaluation form for each student.

At the end of the program year, supervisors will also be asked to complete a program evaluation form.

## COORDINATOR'S RESPONSIBILITY TO WORK STATION

**To provide** qualified students who will mature with job experience and could become proficient employees of the organization.

**To assist** in establishing a suitable work experience and schedule for the individual student.

**To work** closely with you, the supervisor, to ensure a sound work experience for the individual student.

**To evaluate** the student's progress regularly to ensure satisfactory job performance.

**To maintain** a close working relationship with the management and supervisors.

**To assist** you, the supervisor in every way to fulfill each student's occupational objectives.

## STUDENT RESPONSIBILITY TO WORK STATION

A Good RSVP Student —

—Is loyal, honest, dependable and willing to accept responsibility.
—Keeps a good attendance record.
—Notifies coordinator and supervisor of any anticipated absence.
—Is clean, neat and dressed to meet the requirements of the job.
—Is courteous and considerate of others.
—Accepts criticism as an aid to learning
—Carries out a harmonious working relationship with others employees.
—Is interested, alert, and accurate.
—Develops good working habits.

## ORIENTATION CHECKLIST

### TO BE USED BY SUPERVISORS FOR STUDENT ORIENTATION

__ 1. Introduce students to all persons with whom they will have contact.

__ 2. Show the students the location of the offices, equipment, and supplies with which they will need to be familiar.

__ 3. Explain the duties of the student's first assignment.

__ 4. Inform students as to who will supervise them and from whom they should take their orders.

__ 5. Inform Co-workers of their relationship to students and solicit their cooperation.

__ 6. Inform students of arrival and departure times. Check-in and check-out procedures.

__ 7. Inform students of lunch and coffee break procedures and regulations.

__ 8. Inform students of facilities available such as rest rooms, lunch rooms, telephone, coat rack, etc.

__ 9. Inform students if information is to be kept confidential.

__10. Inform students of union agreement clauses which pertain to them.

__11. Inform students of employment possibilities in your firm.

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